



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

APR 16 2004

From: Secretary of the Navy  
To: President, FY-05 Lieutenant Commander Line Promotion  
Selection Board and FY-05 Lieutenant Line Continuation  
Selection Board  
  
Subj: PRECEPT CONVENING FY-05 PROMOTION SELECTION BOARD TO  
CONSIDER OFFICERS IN THE LINE ON THE ACTIVE-DUTY LIST OF  
THE NAVY FOR PROMOTION TO THE PERMANENT GRADE OF  
LIEUTENANT COMMANDER AND FY-05 CONTINUATION SELECTION  
BOARD TO CONSIDER LIEUTENANT LINE OFFICERS FOR  
CONTINUATION ON ACTIVE DUTY  
  
Ref: (a) Title 10, U.S. Code  
  
Encl: (1) Boards' Membership  
(2) FY-05 Active Duty Officer Promotion Selection Board  
Guidance  
(3) FY-05 Officer Continuation Selection Board Guidance

1. Membership, Date, Location, and Function

a. The promotion and continuation selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, 20 April 2004, or as soon as practicable thereafter.

b. The function of the promotion selection board is to consider Active-Duty List officers in the line for promotion to the permanent grade of lieutenant commander. The records and names of all eligible officers, determined as of the date the board convenes, will be furnished to the board. The names of those officers who are above, in, and below the promotion zone will be indicated, as appropriate.

c. The function of the continuation selection board is to consider, and the board shall normally recommend for continuation, the officers listed below. The records and names of all eligible officers, determined as of the date the board convenes, will be furnished to the board.

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(1) Limited Duty Officer (Line) lieutenants who are on an FY-05 promotion list for promotion to the grade of lieutenant commander, and who will be subject to retirement under section 6383 of reference (a) for continuation until six months after their promotion date to lieutenant commander.

d. The boards shall proceed per the FY-05 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), the FY-05 Officer Continuation Selection Board Guidance, enclosure (3), and any other guidance contained in this letter.

2. Promotion Board Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below of in-zone eligible officers determined as of the date the board convenes. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening date, calculate the number that may be recommended for promotion under the percentages set forth in the FY-05 Active Duty Officer Grade Promotion Plan, and furnish the number to the board. The board may recommend up to the number provided by the Chief of Naval Personnel.

<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Unrestricted Line Officer	85
Special Duty Officer (Human Resources)	85
Engineering Duty Officer	90
Aerospace Engineering Duty Officer (Engineering)	90
Aerospace Engineering Duty Officer (Maintenance)	87
Special Duty Officer (Information Professional)	90
Special Duty Officer (Cryptology)	90
Special Duty Officer (Intelligence)	90
Special Duty Officer (Public Affairs)	88
Special Duty Officer (Oceanography)	90
Limited Duty Officer (Line)	90

3. Continuation Board Selection Standard. The board shall consider carefully, without prejudice or partiality, the record of every eligible officer. The officers selected will be those whom a majority of the members of the board considers fully

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qualified for continuation on active duty, giving due consideration to the needs of the Navy for officers with particular skills. Officers selected for continuation must be capable of performing the duties of their current grade and their continuation must be in the best interest of the Navy.

4. Unless expressly authorized or required by the President, Secretary of Defense, or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the promotion selection or continuation selection boards. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.



Gordon R. England